

**ANNOUNCEMENT NUMBER: 090-2013**

OPEN TO : All Interested Candidates
POSITION : Local Summer Student Program (2013)
OPENING DATE : April 24, 2013
CLOSING DATE : May 8, 2013
WORK HOURS : Full-time; 40 hours/week
DURATION : 3 MONTHS

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The U.S. Embassy in Port-au-Prince, Haiti is currently accepting applications
For the Local Summer Student Program.*

BASIC DUTIES: *Incumbents will provide office support duties including but not limited to: answering telephones and other receptionist-related duties; filing and maintaining office files; typing and/or using a computer terminal to perform various office functions including initial entry of drafted materials using a variety of computer software packages.*

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary School and at least one year of vocational training in a local accredited school is required. **Applicants must be currently enrolled in school.**
2. Level III (Good working Knowledge) English, Level IV in French and Creole ability required.
3. Ability to draft correspondence in both English and French required.
4. Level I typing ability required.
5. Computer literacy required.

Applicants who meet education and work experience requirements may be called in for evaluation of language, typing and computer skills

SELECTION PROCESS

To be considered eligible and qualified, candidates must specifically address the required qualifications above in the application. Final selection will be made upon evaluation of skills and interview process.

TO APPLY

INTERESTED CANDIDATES FOR THIS POSITION MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A.** Position Title : **Local Student Program (2013)**
- B.** Announcement Number: **090-2013**
- C.** Dates Available for Work
- D.** First, Middle, & Last Names as well as any other names used
- E.** Date and Place of Birth
- F.** Current Address, Day, Evening, and Cell phone numbers
- G.** U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H.** U.S. Social Security Number and/or Identification Number
- I.** Eligibility to work in the country (Yes or No)
- J.** Special Accommodations the Mission needs to provide
- K.** Days available to work
- L.** List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M.** Education (please refer to No. 2 of qualifications segment, name of school in which currently enrolled must be shown)
- N.** License, Skills, Training, Membership, & Recognition
- O.** Language Skills
- P.** Work Experience (if applicable)
- Q.** References

SUBMIT APPLICATION TO

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: Local Summer Student Program - 2013

E-mail address: pappersonnel@state.gov

Closing Date: May 8, 2013

The US Mission in Port-au-Prince provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

FUNDS AVAILABILITY : _____
Margarita Halle, Financial Management Officer

APPROVED BY : _____
Robert B. Young, Human Resources Officer